



Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 38

The U.S. Embassy in Cairo is seeking an individual for the position of **Agricultural Marketing Assistant** in the Agricultural Affairs Office.

OPEN TO: All interested candidates.

POSITION: **Agricultural Marketing Assistant** - LES-9⁽¹⁾; FP-5⁽²⁾

OPENING DATE: April 1, 2014

CLOSING DATE: April 15, 2014

WORK HOURS: Full-time; 40 hours/week.

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-9, step 1 is L.E. 93,286.

(2) Actual FP grade and salary will be determined by the US Department of State.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

BASIC FUNCTION OF POSITION

Acts as a market expansion and capacity building advisor to the Agricultural Counselor, Senior Agricultural Attaché, and Agricultural Attaché on initiatives and avenues to increase market share for US value-added agricultural products including processed foods and beverages. Assists in planning, designing, organizing, and managing programs and activities, including buyers' missions, to achieve U.S. export expansion in Egypt. Organizes numerous marketing events and provides services to Egyptian importers, wholesalers and retailers as well as HRI sector representatives in connection with FAS market expansion objectives. Engages similarly with U.S. product suppliers to better inform them about local market conditions and opportunities. Prepares reports evaluating the impact and success of activities implemented to increase trade and marketing of U.S. products in the Egyptian marketplace. Under the guidance of U.S. Foreign Service Officers, investigates, analyses and reports on Egypt's market and regulatory environment for importing, distributing, and promoting imported foods and beverages, including legislation, rules, market trends and competition from other countries. Serves as Capacity Building Coordinator and office liaison to USDA/FAS/Office of Capacity Building and Development in Washington, DC with two main functions: 1) Coordinating and ensuring the smooth operation from beginning to end of the Cochran and Borlaug Fellowship Programs, the Scientific Cooperation Research Program and other USDA and related training programs in the U.S.; and 2) Preparing and following through on all logistics with events, seminars, workshops and related capacity building activities in Egypt.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1- Bachelor's degree in business, marketing, agricultural economics or food marketing is required.
- 2- Three years' experience working in a field related to agri-business, economics, food /trade marketing, including some demonstration of market analysis and reporting experience and market promotion is required.
- 3- Level IV Fluent in English and Arabic, both written and oral is required.

SELECTION PROCESS

"Mission policy prohibits pre-selection of applicants."

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following to be considered:

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application

has been received.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Lamiaa Hafez or Cindy El Deib

U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City

Email: **cairojobs@state.gov**

POINT OF CONTACT

Lamiaa Hafez or Cindy El Deib

Telephone: 2797-3001 - FAX: 2797-2611

Drafted: LHafez

Cleared: DElGohary

Approved: Tod Duran

CLOSING DATE FOR THIS POSITION: April 15, 2014

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.